

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO EXECUTE RENEWAL AGREEMENT NO. 2 WITH RESURGENS RISK MANAGEMENT/ WILLIS INSURANCE SERVICES OF GEORGIA FOR FC-6004007869, INSURANCE AGENT BROKER, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00) PLUS AN OCIP AIRPORT FEE OF .0025 X TOTAL CONSTRUCTION COST SUBJECT TO AN ANNUAL MINIMUM OF \$200,000; ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION ACCOUNT NUMBERS: 1001 (GENERAL FUND), 100309 (DOF QUALITY CONTROL & COMPLIANCE), 5231001 (INSURANCE EXPENSES) 1560000 (INTERNAL AUDIT); 5502 (AIRPORT RENEWAL & EXTENSION FUND) 100309 (DOF QUALITY CONTROL & COMPLIANCE) 5231001 (INSURANCE EXPENSES) 1560000 (INTERNAL AUDIT); 5501 (AIRPORT REVENUE FUND) 180312 (DOA AVIATION OPERATIONS) 5231001 (INSURANCE EXPENSES) 7563000 (AIRPORT); AND FOR OTHER PURPOSES.

WHEREAS, The City of Atlanta ("City") entered into an Agreement with Resurgens Risk Management/ Willis Insurance Services of Georgia ("Resurgens"), for FC-6004007869, Insurance Agent Broker, on January 10, 2006, pursuant to Resolution 05-R-2014; and

WHEREAS, the Agreement is for a period of two (2) years, with two (2) one-year renewal options at the sole discretion of the City; and

WHEREAS, Resurgens has performed the contracted services satisfactorily; and

WHEREAS, the Chief Financial Officer of the Department of Finance and the Chief Procurement Officer have recommended the execution of Renewal Agreement No. 2 with Resurgens Risk Management/ Willis Insurance Services of Georgia, for FC-6004007869, Insurance Agent Broker, in an amount not to exceed \$120,000 plus an OCIP Airport Fee of .0025 X total construction cost subject to an annual minimum of \$200,000.00.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEOGIA, HEREBY RESOLVES, that the Mayor or her designee is hereby authorized to execute Renewal Agreement No. 2 with Resurgens Risk Management/ Willis Insurance Services of Georgia, For FC-6004007869, Insurance Agent Broker, in an amount not to exceed \$120,000, plus and OCIP Airport Fee of .0025 X total construction cost subject to an annual minimum of \$200,000.

BE IT FURTHER RESOLVED, that all contracted work shall be charged and paid from Fund, Department Organization Account numbers 1001 (General Fund) 100309 (DOF Quality Control & Compliance), 5231001 (Insurance Expenses), 1560000 (Internal Audit), 5502 (Airport Renewal & Extension Fund), 100309 (DOF Quality Control & Compliance) 5231001 (Insurance Expenses), 1560000 (Internal Audit); 5501(Airport Revenue Fund) 180312 (DOA Aviation Operations) 5231001(Insurance Expenses) 7563000 (Airport).

BE IT FURTHER RESOLVED, that the Agreement will be for a period of one (1) year.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate contractual agreement for execution by the Mayor.

BE IT FURTHER RESOLVED, that the Agreement will not become binding on the City and the City will incur no obligation or liability under any such agreement until it has been executed by the Mayor, attested by the Municipal Clerk, approved as to form by the City Attorney and delivered to the contracting parties.

**Department of Procurement
Legislative White Paper**

Committee of Purview: Finance/Executive

Caption:

Council Meeting Date: November 11 & 12, 2008

Legislation Title: Resolution to issue Renewal Agreement No. 2 between Resurgens Risk Management/Willis and the City FC-6004007869.

Requesting Dept.: Finance

Contract Type: Insurance/Risk Management

Source Selection: N/A

Bids/Proposals Due: N/A

Invitations Issued: N/A

**Number of Bids/
Proposals Received:** N/A

Bidders/Proponents: N/A

Justification Statement: Based on the information submitted and the evaluation criteria established for this project, the most responsible and responsive proponent is Resurgens Risk Management/Willis.

Background: This Agreement will provide insurance placement services and risk management consulting services to the City of Atlanta.

Fund Account Center:

Fund: 1A01 (General Fund)
Account: 529007 (Insurance Expenses)
Center: J81201 (Risk Management)

Fund: 1001 (General Fund)
Department: 100309 (DOF Quality Control & Compliance)
Account: 5231001 (Insurance Expenses)
Function: 1560000 (Internal Audit)

Fund: 2H21 (Airport Renewal & Extension Fund)
Account: 529007 (Insurance Expenses)
Center: R21R69009999 (Capital Design &
Program Mgmt Insurance)

Fund: 5502 (Airport Renewal & Extension Fund)
Department: 100309 (DOF Quality Control & Compliance)
Account: 5231001 (Insurance Expenses)
Function: 1560000 (Internal Audit)

Fund: 2H01 (Airport Revenue Fund)

Fund: 5501 (Airport Revenue Fund)

Account: 529007 (Insurance Expenses)
Center: R47001 (Aviation Operations)

Department: 180312 (DOA Aviation Operations)
Account: 5231001 (insurance Expenses)

Function: 7563000 (Airport)

Source of Funds: N/A

Fiscal Impact:

This legislation will result in a reduction in the amount of \$120,000.00 to Fund Account Center Number 1A01-529007-J81201 (1001-100309-5231001-1560000), and .0025 X total construction cost, subject to an annual minimum of \$200,000.00 to Fund Account Center Number 2H21-529007 R21R69009999 (5502-100309-5231001-1560000).

Term of Contract: Two (2) years with two (2) one (1) year renewal options at the City's sole discretion.

Approvals:

DOF: YES
DOL: YES

Prepared By: Tamika B. Puckett

Contact Number: x6687



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

DEPARTMENT OF FINANCE
68 MITCHELL STREET, SW, SUITE 9100
TEL: (404) 330-6438 • FAX: (404) 658-7450

LEE HANNAH
INTERIM CHIEF FINANCIAL OFFICER
LHANNAH@ATLANTAGA.GOV

To: Adam Smith, Chief Procurement Officer
From: Lee Hannah, Interim Chief Financial Officer
Date: 10/24/2008
Re: FC-6004004869, Insurance Agent Broker – Renewal #2

Mr. Adams,

Risk Management is satisfied with the services rendered from Resurgens Risk Management & Willis Insurance Services of Georgia and would like to exercise the remaining one year renewal option on the contract agreement.

Thank you.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Department of Finance

Caption: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO EXECUTE RENEWAL AGREEMENT NO. 2 WITH RESURGENS RISK MANAGEMENT/ WILLIS INSURANCE SERVICES OF GEORGIA FOR FC-6004007869, INSURANCE AGENT BROKER, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00) PLUS AN OCIP AIRPORT FEE OF .0025 X TOTAL CONSTRUCTION COST SUBJECT TO AN ANNUAL MINIMUM OF \$200,000; ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATIONAL ACCOUNT AND FUNCTION NUMBERS, 1001 (GENERAL FUND), 100309 (DOF QUALITY CONTROL & COMPLIANCE), 5231001 (INSURANCE EXPENSES) 1560000 (INTERNAL AUDIT).

Council Meeting Date: October 28-29, 2008

Requesting Dept.: Department of Finance

FAC Confirmed by: Tamika Puckett

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: *The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.*

The purpose of this legislation is to renew the existing Insurance Agent Broker contract.

2. Please provide background information regarding this legislation.

Example: *The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.*

This agreement will provide the City with consulting services concerning policy changes or modifications in the terms, conditions, and coverages under the City's insurance policies and related programs.

3. If Applicable/Known:

(a) Contract Type (e.g. Professional Services, Construction Agreement, etc): Professional Services

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: (404) 330-6449

Originating Department: Department of Finance

Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: November 12, 2008

Anticipated Committee Meeting Date(s): November 26, 2008

Anticipated Full Council Date: December 1, 2008

Legislative Counsel's Signature: Jack Tilson

Commissioner Signature: 

Chief Procurement Officer Signature: 

CAPTION

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FINANCIAL IMPACT (if any):

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____

(date)

Received by Mayor's Office: 10/29/08 km e Reviewed by: 

(date)

(date)

Submitted to Council: _____